

Notification of Out of District Placement [EFS-01]

The purpose of the EFS-01 is for school administrative units (SAUs) to notify the Maine Department of Education (MDOE) Special Services Team when a student is placed out-of-district for educational services at a special purpose private school, a residential treatment center, a regional day treatment program or a special purpose private out-of-state school regardless of the student's State Agency Client/State Ward status.

The MDOE Special Services Team uses this electronic system to verify students SAC/SW status before directly paying invoices to those educational placement entities for students who are considered SAC/SW.

Who is responsible for completing an electronic EFS01 notification?

The SAU responsible for placing a special education student in an out of district placement is also responsible for notifying the MDOE, Special Services Team of the educational placement in a timely manner. The Special Education Director is responsible either to complete the EFS01 or to designate staff to do so.

In the event that the Department of Health and Human Services/ Child Behavioral Health Services authorizes a student to be placed in a residential treatment [center](#)*, the residential treatment [center](#) is responsible for notifying the MDOE, Special Services and MDOE Special Services will complete the EFS01 notification.

Title 20-A §1. Definitions D. 3

*** A "residential treatment center," which is a children's residential care facility operated by a corporation and licensed for the purpose of providing therapeutically planned, group living situations within which educational, recreational, medical and sociopsychotherapeutic components are integrated for children whose present handicaps preclude community outpatient treatment;**

When should an EFS01 notification be completed?

With this electronic notification system, EFS01 notifications should be completed:

Immediately upon out-of-district placement; and

Immediately upon state agency client/state ward status change.

The process of the notification takes only moments to complete and there are no required documents to submit.

The electronic notification of out-of-district placement/EFS01 is accessible through the NEO system after completing the NEO account verification email.

Link to NEO system: <https://neo.maine.gov/DOE/NEO/Accounts>

A NEO account verification email is sent (when requested by the SAU) to the requester by the MDOE helpdesk. The email address will be the username and once the account verification email is complete, the requester will be prompted to create a password.

The NEO account verification email can be requested by sending an email to medms.helpdesk@maine.gov.

Getting Started

Once logged into the NEO system, click on the Special Education tab. Choose the “click here to add a new placement” link.

Search for Student

Enter data in **only one** of the criteria boxes.

Last Name

Date of Birth

State Student ID # (MEDMS #)

Year – All placements before 7-1-13 should use the 2013 year. All placements after 6-30-13 should be specific to the school year (July 1 – June 30) in which the placement occurred.

When the search results appear, you are actually looking at an enrollment record. Choose the enrollment record that the date of placement is within to either view details or create a placement.

View Student History

To check to see if an EFS01 is already in the system, search for student, click on the detail link to the far right of the enrollment record. This will open a new page; towards the bottom of the page is a section called Student Placement History. If an EFS01 has already been done for the placement, this is where it will appear; it can be printed by right clicking and choosing the print feature.

Create an EFS01 (outplace a student)

After searching for the student per the instructions above, click on the outplace link to the far right of the student information.

****Be sure the State Agency Client status is correct in State Edition Infinite Campus before processing the EFS 01****

Enter start date.

Select appropriate setting for the placement.

Select the placement.

Select appropriate choice for where the student currently lives.

Comment – A comment field is available to note important information about this particular placement.

Click on the Save button – wait for the page to refresh.

Right click on page to choose print options.

Review the information listed under Student Placement History to be sure the placement information is correct. If there is an error, notify Kari.Bickmore@maine.gov to make a correction.

Click on the Back to Student Grid button to return to the main page.

Exit Placement

Exit data is the responsibility of the placement facility.

Click on the “search existing placement” link.

Find the student in the list.

Click on edit to the far right of the enrollment record.

In the Student Placement History area, click on the edit link.

Enter the date the student discharged from program.

Click on the Save button. Wait for the page to refresh.

Click on Back to Student Details.

Reporting Feature

Choose “click here to access special education reports”.

Select the placement report by school year report as the report type.

Do not enter any information into the grey box.

Click on Generate Report.

This report will provide a list of all active placements. If a student is on this report and should have been end dated or if a student should be on this report and is not, please contact Kari.Bickmore@maine.gov.

If the report does not open

On the grey bar towards the top of the screen, there is a blue disc with a green stripe on it; click on this and choose PDF. A file download box will appear; choose open. The report will now appear as a PDF and it is possible to print from this page.

To print a report regardless of the browser being used, find the grey bar towards the top of the screen, and a blue disc with a green stipe on it; click on this and choose PDF. A file download box will appear; choose open. The report will now appear as a PDF.

What is the connection between the EFS01 notification and State Edition Infinite Campus?

When searching for a student in the NEO system, if the student does not have a current primary enrollment in the SAU in State Edition Infinite Campus, it will not be possible to pull up that student’s information.

An EFS01 notification cannot be completed until the student has a current primary enrollment in State Edition Infinite Campus.

Proper completion of Infinite Campus enrollment sections matters

SAC/SW

Fiscal Responsibility

Resident Town Code & Resident SAU

These fields are in the State Reporting Fields section of the Infinite Campus enrollment. It is extremely important that these sections within Infinite Campus are accurate.

Some information automatically transfers from Infinite Campus primary enrollments into the EFS01 electronic notification system.

If the status of a student is SAC or SW, be sure to put a check mark in the designated box. If the student is not a SAC or SW, leave this box unchecked.

If the student is a SAC or SW, and the student is placed out of district, the fiscal responsibility would be: F. 100% State/Federal Funding.

If the student is placed at a residential treatment [center](#), the SAU would exit the student from the primary enrollment in State Edition Infinite Campus as of the day before the student was admitted to that facility.

If the student's SAC/SW status changes at any time, exit the current enrollment as of the day before the date of the status change and create a new enrollment changing the SAC/SW status and fiscal responsibility.

Students that are placed out of district for crisis situations

It is no longer required to create an EFS01 for crisis placements, regardless of the placement setting. Crisis placements are not determined by the student's IEP team, and they are temporary placements. The resident SAU continues to be responsible for the student while the student is in a crisis placement, and for keeping the student enrolled in Infinite Campus.